



## Job Aid: How to Search for an Open Solicitation by Department

**Please Note:** You do not have to be logged in to perform this task. You do have to be logged in to Track an Open Solicitation on your Comm-PASS desktop.

Step	Screenshot	Directions
1		Select the <b>Solicitations</b> tab.
2		Select the <b>Browse All Open Solicitations</b> link.

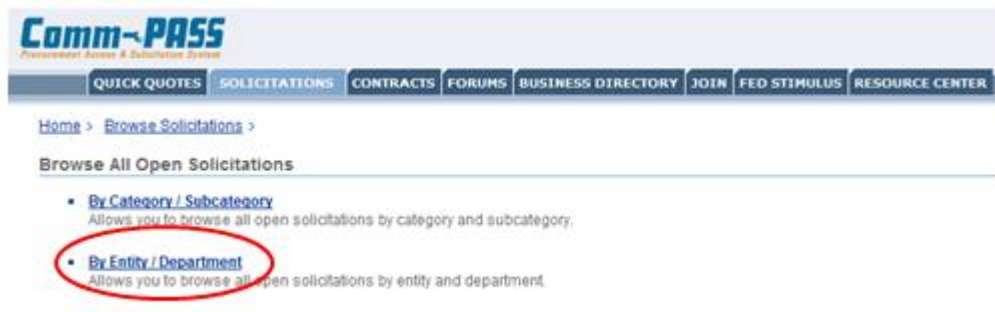
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Step

Screenshot

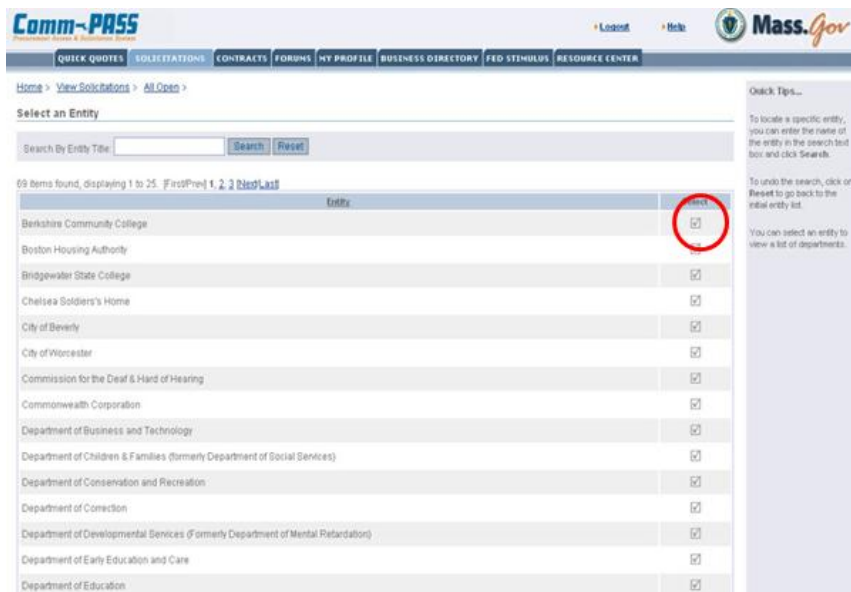
Directions

3

The screenshot shows the Comm-PASS website header with navigation tabs: QUICK QUOTES, SOLICITATIONS, CONTRACTS, FORUMS, BUSINESS DIRECTORY, JOIN, FED STIMULUS, and RESOURCE CENTER. Below the header, the breadcrumb trail reads 'Home > Browse Solicitations >'. The main heading is 'Browse All Open Solicitations'. There are two bullet points: 'By Category / Subcategory' and 'By Entity / Department'. The 'By Entity / Department' link is circled in red. Below each link is a brief description of its function.

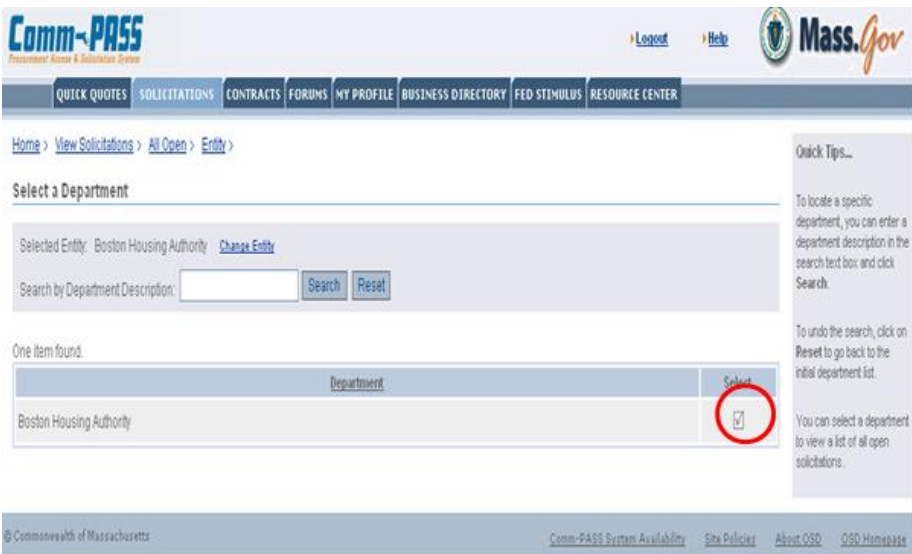

Select the **By Entity/Department** link.

4

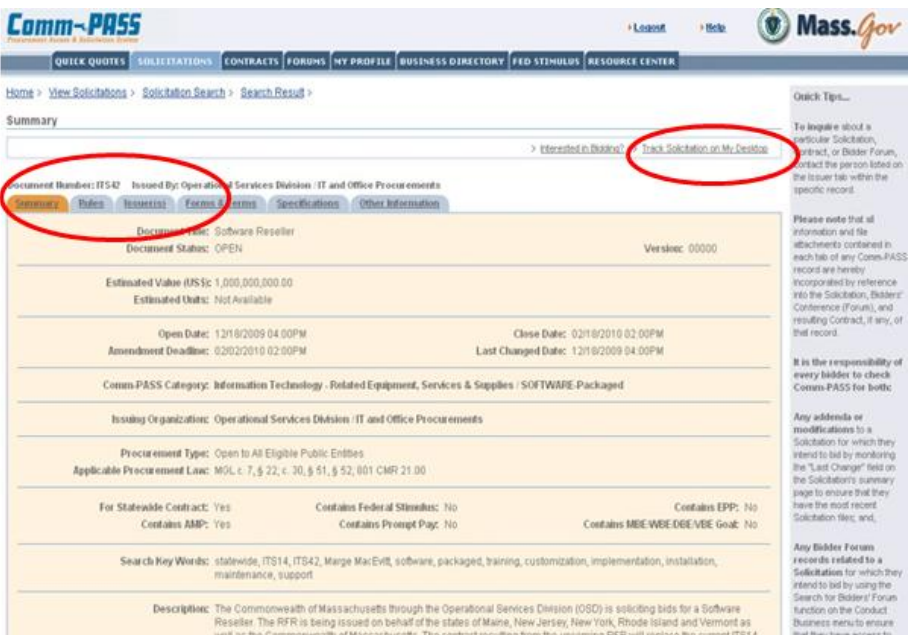
The screenshot shows the 'Select an Entity' page on the Comm-PASS website. It includes a search bar with 'Search' and 'Reset' buttons. Below the search bar, it says '69 items found, displaying 1 to 25. [First] [Prev] 1 2 3 [Next] [Last]'. A table lists various entities, and the first checkmark box in the right column is circled in red. The table has two columns: 'Entity' and a column with checkmark boxes. The entities listed are: Berkshire Community College, Boston Housing Authority, Bridgewater State College, Chelsea Soldiers's Home, City of Beverly, City of Worcester, Commission for the Deaf & Hard of Hearing, Commonwealth Corporation, Department of Business and Technology, Department of Children & Families (formerly Department of Social Services), Department of Conservation and Recreation, Department of Correction, Department of Developmental Services (Formerly Department of Mental Retardation), Department of Early Education and Care, and Department of Education. On the right side of the page, there are 'Quick Tips...' and a 'Mass.gov' logo.

Select an Entity by clicking on the corresponding Checkmark box in the right hand column.

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Step	Screenshot	Directions
5		<p>Select a Department by clicking on the corresponding Checkmark box in the right hand column.</p>
6		<p>To view the record for a Departmental contract, select the Eyeglass icon in the right hand column.</p>

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7		<p>The <b>Summary</b> tab is the first part of the Open Solicitation record in view. Take note of the Document Number in top left hand corner of record; this will help to find the solicitation more quickly in the future and SmartBid Subscribers may also Track this record on the Comm-PASS desktop by selecting the <b>Track Solicitation on My Desktop Link</b>.</p> <p>See job aid <b>How to Read an Open Solicitation</b> for understanding how to read the Open Solicitation posted.</p>